

Town of Milton

115 Federal St

Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

January 26, 2015

To: Mayor and Council

From: John R. Collier

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 12/29/14 – 12/23/15:

Board of Adjustment

No agenda items meeting cancelled

Planning and Zoning Comprehensive Plan

01/20/15 Regular Meeting – Presentation by T. William Brockenbrough of the Delaware Department of Transportation on the topic of “Transportation Improvement Districts”; continued review, discussion, and preparation draft of Town of Milton’s Comprehensive plan update.

Historic Preservation Commission

01/13/2015 Regular Meeting - 5 Applications presented

The application from Joseph M. Frontino for the request for approval for the removal and repurposing of the fence on property located at 422 Chestnut Street and further identified by Sussex County Tax Map and Parcel # 235-20.07-32.00

Commission approved application as presented.

The application from James and Diane Hake for the request for approval for the removal and repurposing of the fence on property located at 316 Mill Street and further identified by Sussex County Tax Map and Parcel # 235-20.08-49.00

Commission approved application as presented.

The application from John Lehne for the request for sign approval for the commercial property located at 113 Union Street, Suite A and further identified by Sussex County Tax Map and Parcel # 235-14.19-184.00 (Richard Reed, Owner)

Commission approved application as presented.

The application from Alan and Teresa Turns for the request to replace existing transom window at the property located at 312 Chestnut Street further identified by Sussex County Tax Map and Parcel #235-20.07-51.00

Commission approved application as presented.

The application from Glenn Howard for the request to remove and replace the façade at the commercial property located at 109 Union Street further identified by Sussex County Tax Map and Parcel # 235-14.19-185.00

Commission approved the portion of the application regarding style and placement of windows and style and placement of exterior light fixtures. It was determined the Commission would meet on 01/26/15 to approve materials and architectural features of façade.

All applicants were sent Letters of Approval 01/14/15

Town Council Meeting – 01/05/2015 Regular Meeting

Presented to Mayor and Council regarding abatement of nuisance identified at 307 Atlantic Street.

Mayor and Council directed that current demolition permit be revoked for non-compliance with State of Delaware requirements for asbestos inspection. Also directed owner of record be notified to board structure in accordance with § 136-29 C.

Presented to Mayor and Council for consideration additional changes to Chapter 164 regarding rental properties. Scheduled for Public Hearing and consideration on 02/05/2015

Other Activities

Demolition Contract advertised, Pre-bid meeting held on 12/16/2014. Bids received on 12/22/2014. Award of contract to William Betts Land Contracting confirmed by Mayor and Council on 1/21/2015

Final Draft Chapter 164 Rental Licenses submitted to Town solicitor for review and comment.

Completed multiple research requests for members of the Planning and Zoning Commission. Topics included housing, utilities, transportation and other components of the Comprehensive Plan.

Drafted letters of approval, notices of violation, compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.

Reviewed proposed draft of Home Occupation Ordinance (Chapter 220 § 220-51). Returned to Town Solicitor with additional comments and questions. Awaiting response

Letter addressing 77 individual business license holders listed by the Delaware Division of Revenue within the Town boundaries not possessing a Town Business License sent out on 12/11/2014. 72% response received through 12/31/14. Second letter sent via certified mail on 01/16/2015 to 21 parties. To date a 28% response has been received.

Discussions with Town Engineer regarding proposed changes to Chapter 188 Subdivision of Land and Chapter 220-20 Large Parcel Development. Meeting with the Project Coordinator, Public Works Supervisor, and Town Engineer to be scheduled for latter portion of February.

Work is ongoing for a Grant from the Delaware Coastal Program. Meeting with Delaware Coastal Program staff have occurred. Proposal has been developed and is to be submitted to Mayor and Council for approval prior to submission.

Answer various inquiries of Commission and Board members, Town Council, Staff and clients.

Post pertinent documents to Town's Website as required.

